

Construction Documentation

Documentation of Road Construction Projects With FHWA Funding

2003-2004 Schedule:

November 18 (#577)	WSDOT SW Region Hdq., 11018 NE 51 st Circle, Vancouver
December 2 (#575)	Pierce Co. Library Administrative Center, 3005 112 th St. E., Tacoma
December 3 (#576)	WSDOT Mats Lab, 1655 S. 2nd Avenue, Tumwater
January 13 (#592)	WSDOT Eastern Region Hdq., 2714 N. Mayfair Street, Spokane
January 27 (#593)	WSDOT NW Region Hdq., 15700 Dayton Ave. N., Shoreline
January 28 (#594)	Federal Way City Hall, 33530 1 st Way S., Federal Way
February 24 (#595)	WSDOT N.C. Region Maintenance Facility, 2830 Euclid Ave., Wenatchee
February 26 (#596)	Red Lion Kennewick, 1101 N. Columbia Center Blvd., Kennewick
March 16 (#597)	WSDOT Pt. Orchard Maint. Facility, 8293 Spring Creek Road S.E., Pt. Orchard
March 17 (#598)	Lacey Community Center, 6729 Pacific Ave., Lacey
April 13 (#599)	WSDOT Kent Maintenance Facility, 26620 68 th Ave. S., Kent
April 14 (#600)	WSDOT Mt. Vernon Maintenance Facility, 4100 Cedardale Road, Mt. Vernon

Cost: Free

Time: 8:00 a.m. to 4:00 p.m.

Class Size: 35

Instructor: Ken Hash, Assistant Local Programs Engineer
WSDOT Southwest Region

Target Audience: Field inspectors and office staff.

Description and Objectives: This course covers the three phases of contract documentation of public works projects with FHWA funding; pre-contract, contract, and post-contract. Local agency and contractor's documentation is discussed, with a strong emphasis on the documentation requirements of the field inspector. On completion of this course, participants will have a working knowledge of:

- Required documentation that will be submitted by the contractor.
- Required documentation for acceptance of contract materials.
- Daily inspector's documentation of the contract work.
- Source documentation for the monthly progress payment to the contractor.

Local Programs Engineers from each WSDOT region will be on hand at each class to answer questions from their agencies.

Registration:

Please register on-line using this link: [On-line Registration Form](#). Fill in your information, select your class from the list, then press "Submit." A registration notice is e-mailed when we process your request. **If you do not receive this email notification within a few days, you are not registered and should contact us by phone.** Confirmation letters with driving directions to the training site will be mailed three weeks prior to the class. If you are unable to attend, someone

else from your agency may attend in your place. To cancel your registration, or for assistance with registration, e-mail wst2center@wsdot.wa.gov or schmidw@wsdot.wa.gov , or phone (360) 705-7386.

*A “unique identifier” is now required when registering on-line. It can be alpha or numeric or a combination. Enter something you will remember: your birthday, birthstone, something you like, the name of your child or pet. Our system matches your last name and this identifier to register you into a class automatically.

Questions? Contact Laurel Gray at (360) 705-7355 or GrayL@wsdot.wa.gov.

(Disability accommodations provided upon request.)

Washington State Technology Transfer Center Web Page:

www.wsdot.wa.gov/TA/T2Center/t2hp.htm